

DYNACOMP

WD4JEJ/AFA2TT
Richard A. Kronick
101 - A Birch Circle
Eglin AFB, FL 32542

MAIL LIST I

NORTH STAR

DYNACOMP

P.O. BOX 162

WEBSTER N.Y. 14580

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(C) DYNACOMP, Webster, NY 14580

MAIL LIST I is a rapid and convenient means for maintaining and accessing vital information about your customers. The main program, MLIST, creates, adds to, deletes from, or searches for entries from the customer data file. The following description is an overview of how MLIST operates. It is followed by specific examples of program usage.

The MLIST Program:

MLIST is a command-oriented file management program which allows the user to 1) add entries to a customer data file; 2) delete specific entries from that file; and, 3) search for various categories of entries in the data file. The program is set up primarily for use as a mailing list program whereby a customer address printout can be obtained for selected entries in the data file. Selections for printout can be based on a category code, customer last name or by Zip Code.

When running the program, the user selects one of the following options:

- A: Add entry to the list
- P: Product Code search
- C: Customer search
- D: Search and Delete
- Z: Zip Code search
- R: Review list
- W: Write list
- ABC: Alphabetize (pseudo)

There are also two option sufficies, W (write) and L (list), which when added to the option character will provide specially formatted printouts.

A - Add entry to the list:

The mail list is formed using this option. The A command causes the data file to be read up to and including the last entry. New entries can now be added to the list without overwriting any previous entry. The format employed in entering information to the list is to write a user-defined code on the first line, the customer's name on the second line, and address information on the next two to four lines. This provides a possible total of six lines of customer information per entry.

The user-defined code can represent anything. The unmodified version of the program requires that the code be a three-character field; up to 20 of these three-character

fields can be strung together. Let's take an example. Customer John Doe Jr. purchases three items from you. Your codes for these items are AX1, BY2 and CZ3. The entry to the list will have the following form:

```
AX1BY2CZ3
DOE JR.,MR. JOHN D.
123 ELM STREET
WEBSTER, NEW YORK 14580
```

Note that any desired information can be entered on the first line (e.g., phone numbers or birth dates). But the program can only search that line in groups of three characters.

The second line contains the name. Entries are stored last name first in order to facilitate the customer search which is carried out relative to the last name. However, when printed out, the order is first name first and last name last. Thus the name used in the above example would print out:

MR. JOHN D. DOE JR.

IMPORTANT: An entry consisting of a person's name MUST contain a comma! The comma is used as a delinator and is required for program operations. The program searches the name line for the comma, stores the string found before the comma and then prints that string after the string found to the right of the comma. In the above example, the first string (to the left of the comma) is: DOE JR. The program stores that string as a temporary variable and prints out MR. JOHN D. (the string to the right of the comma). It then prints Mr. Doe's last name and the Jr. For those situations where you have only a one-name entry, the comma would not be needed. In general, with multi-worded inputs, place the key word before the comma. If there is no key word, then no comma is needed. Optional address information (such as c/o, etc.) can be added on the lines below the name entry. These entries are straightforward. Enter the information as you would like it to appear on the printout. Note, however, that in order to facilitate searches for specific Zip Codes, the Zip Code must be the very last item entered on the last line of the entry.

P - Product Code search:

This option allows you to sort through the data list for a given three-character entry on the product code line. In the example shown previously, that entry would be printed out when AX1, BY2 or CZ3 is entered as the product code. Note however, that only one product code can be searched for at one time. If you desired a printout of all customers who ordered the product having the code BY2, then using the P option, Mr. Doe's entry would be displayed as follows:

```
AX1BY2CZ3
MR. JOHN D. DOE JR.
123 ELM STREET
WEBSTER, NEW YORK 14580
```

This format is very useful for your own record keeping since it informs you of all the products which Mr. Doe has purchased. However, this is superfluous information on an address label and therefore there is an additional option which defeats the product code printout. It is the option suffix "W". By adding a W to the P option (inputting PW rather than P) not only will the first line not be printed out, but the spacing between

addresses will be correct for standard 15/16" pin-fed label stock. This allows printing address labels for only those customers in your data file who have purchased a given product.

When it is desired to print out a listing for your own records but you wish to conserve as much paper as possible, you can use the "L" suffix, i.e., enter PL rather than P. This option provides the following printout format:

```
AX1BY2CZ3
DOE JR.,MR. JOHN D. / 123 ELM STREET / WEBSTER, NEW YORK 14580
```

The product codes are indented to provide more visibility to the customer's surname. All address information is contained on one line (providing that the printer is wide enough).

For your convenience, whenever the P, PL or PW options are utilized, after the final entry is printed a message is also given informing you of the number of entries found having that product code.

C - Customer search:

By entering a C as the option code, individual customer entries can be examined. For response the computer will query you with:

CUSTOMER'S LAST NAME?

You then enter the appropriate letters. To find Mr. Doe's entry, you could enter DOE JR., or you could enter DOE. The program will search the first n characters of the name line for all the entries in the data file, where n is defined by the length of your input to the computer's query. By inputting DOE JR., the computer will compare the first seven characters found on the second line of all the entries to the string "DOE JR.". If it finds such a string, it will print it out. Note that if you input a D as the customer's last name, that the computer will sort through the data file and print out ALL entries whose last name starts with the letter D! Both the L and W suffices are operative with the C option.

D - Search and Delete:

This option is used to remove entries from the data file. An entry can only be deleted by specifying the customer's last name. The program will search the data file until it finds the designated entry and will then ask:

DELETE THIS ENTRY?

If the answer is YES or Y, then that entry is removed from the data file and the rest of the file is rewritten (compacted) in order to utilize the file space freed by the deletion. If the answer to the query is NO or N, then the search for the indicated name continues until the desired entry is found or, if not, then the message:

ENTRY NOT FOUND.

is printed. After a deletion, you will be asked:

ADD TO THE LIST?

Sinc
JEE7AX1

JONES,MR. ROBERT
786 MONROE STREET
PENFIELD, NY 14526

?

CODE7AX1CZ3

ABBOT,MR. GEORGE F.

7070 AJAX PACKING

71214 HUDSON AVENUE

ROCHESTER, NY 14624

?

CODE7BY2

STEIN,MR. KEVIN P.

731 HILLRISE DRIVE

PENFIELD, NY 14526

?

CODE?

In this example, we have made three entries to the list using the START option.* We exit the entry mode with a carriage return response to the CODE prompt. We are now asked which option we desire. In order to check to see if all the entries were inputted properly, the RL option is employed. The R option causes the entire list to be printed and the L suffix to the R option provides the space-saving LIST format.

ENTER OPTION:

7RL

AX1

JONES,MR. ROBERT / 86 MONROE STREET / PENFIELD, NY 14526

AX1CZ3

ABBOT,MR. GEORGE F. / 7070 AJAX PACKING / 1214 HUDSON AVENUE / ROCHESTER, NY

BY2

STEIN,MR. KEVIN P. / 31 HILLRISE DRIVE / PENFIELD, NY 14526

TOTAL NUMBER OF ITEMS FOUND = 3

ENTER OPTION:

7A

ENTER YOUR 3 CHARACTER CODE(S)

FOLLOWED BY NO MORE THAN 5 LINES

OF ADDRESS INFORMATION. ENTER

A CARRIAGE RETURN FOR NEXT ENTRY.

CODE7BY2

7BERRY INDUSTRIES

7MR. A. SMITH

7MARKETING MANAGER

715 SENECA STREET

7ROCHESTER, NY 14624

CODE7CZ3AX1BY2

7ALTMAN,MR. SAM

7210 MAYWOOD DRIVE

7ROCHESTER, NY 14618

?

CODE?

Our example list is now completed by using the A option to add the final two entries to the list. Note that no comma is employed in the BERRY INDUSTRIES entry since we would desire to access that entry by its first "name" (BERRY) rather than its last "name" (INDUSTRIES).

* NOTE! The START option should only be used to enter the initial entries to an otherwise empty file. Any attempt to add names to a file by using START, will result in overwriting any data which may have been contained in that file. To add to existing files, use the A option, not START.

-7-
ENTER OPTION:
P
INPUT PRODUCT CODE.
CZ3

AX1CZ3
MR. GEORGE F. ABBOT
C/O AJAX PACKING
1214 HUDSON AVENUE
ROCHESTER, NY 14624
CZ3AX1BY2
MR. SAM ALTMAN
210 MAYWOOD DRIVE
ROCHESTER, NY 14618

TOTAL NUMBER OF ITEMS FOUND = 2

ENTER OPTION:
PW
INPUT PRODUCT CODE.
CZ3

MR. GEORGE F. ABBOT
C/O AJAX PACKING
1214 HUDSON AVENUE
ROCHESTER, NY 14624

MR. SAM ALTMAN
210 MAYWOOD DRIVE
ROCHESTER, NY 14618

TOTAL NUMBER OF ITEMS FOUND = 2

ENTER OPTION:
Z
ENTER ZIP CODE.
714526

AX1
MR. ROBERT JONES
86 MONROE STREET
PENFIELD, NY 14526

BY2
MR. KEVIN P. STEIN
31 HILLRISE DRIVE
PENFIELD, NY 14526

TOTAL NUMBER OF ITEMS FOUND = 2

In order to do a search through the product codes, enter P as the option and then enter the product code sought after. In this example, all entries having the product code CZ3 are printed out.

Using the same example, but entering PW as the option code, we get a printout properly formatted for 15/16" address labels. In order to position the labels properly, make sure that when entering the product code, that the print head is at the top of the label.

Individual Zip Codes can be searched for by entering the Z option and then specifying the desired Zip Code.

ENTER OPTION:

?D

CUSTOMER'S LAST NAME?

?BERRY

BY?

BERRY INDUSTRIES

MR. A. SMITH

MARKETING MANAGER

15 SENECA STREET

ROCHESTER, NY 14624

DELETE THIS ENTRY?Y

ADD TO LIST

?N

Entries may be deleted from the list by using the D option. Care should be exercised when using this option as it causes the entire list found after the desired entry to be completely rewritten. A power surge, bad memory or bad luck during this operation could cause that portion of the list to be rendered useless. It is very prudent that one or more backups be made of your files. The more important the file, the more backups you should have.

ENTER OPTION:

?C

ENTER CUSTOMER'S LAST NAME.

?BERRY

TOTAL NUMBER OF ITEMS FOUND = 0

Smaller data files can be backed up by entering the DOS and executing a LF - SF sequence. For example:

*LF MDATA 2A00

This loads your data file at location 2A00. You would then insert your backup disk into the drive and save that file with:

*SF MDATA 2A00

We have found that with larger data files (containing more than 200 entries), the LF - SF sequence did not save all of the file. This may vary with the amount of memory in your computer. In order to back up larger data files, use the RD and WR commands in the DOS for a single drive system, or the CD command for a multi-drive system.

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MAIL LIST ADDENDA

ZIP CODE SORTING:

Please note that DYNACOMP has added full Zip Code sorting capabilities for the MAIL LIST by adding an additional program to your diskette. The program name is ZIPSORT and it will read your data file and sort the entries by Zip Codes in ascending order. The printout is formatted for standard 15/16 inch labels.

If desired, ZIPSORT may be patched into MAIL LIST by renumbering the program and APPENDING it to the main program. Put in a branch from the Zip Code search routine in MAIL LIST (starting at line 1200) to the starting line number of ZIPSORT. Remove the dimension statement from ZIPSORT and add it to the beginning of MAIL LIST and change the END statement to the appropriate GOTO or RETURN statement.

USING MAIL LIST AS A TELEPHONE DIRECTORY:

Phone numbers may be stored on the product code line of your data file. Remember, however, that any entry to that line must have a string length which is a multiple of three. A telephone number such as:

123-4567

has a length of eight characters and cannot be entered onto the product code line. You may add one space to the above example in order to make it nine characters in length, or you may add any character you desire. Any of the following examples will work properly:

123 4567
123--4567
789-123--4567
etc.

To access an entry's telephone number, use the C option and enter the person's last name as shown in the documentation. The telephone number will then be printed out on the product code line along with any other information stored on that line.

